

Trustee Report Events

The following instructions will demonstrate the steps to follow in filing a Trustee Report Event. Although the example in this module specifically shows the *Final Report and Account - Chapter 12 and 13*. The same steps would be followed for other reports. **Note: This event can be docketed using the Batch Filings event. Please refer to the Batch Filing section of the manual for instruction.**

Final Report and Account - Chapter 12 and 13

- STEP 1** Click the [Bankruptcy](#) hypertext link on the CM/ECF main menu.
- STEP 2** The **Bankruptcy Events** screen displays.
- ◆ Click the [Trustee/US Trustee](#) hypertext link.
- STEP 3** The **Case Number** screen displays.
- ◆ Enter the complete case number (office code-yy-bk-nnnnn)
 - ◆ Click **[Next]** to continue.
- STEP 4** The **Event Type** screen displays. (See Figure 1)

CM/ECF Bankruptcy • Adversary • Query • Reports

Trustee action

8:03-bk-04200-PMG John Howard

Consent to Motion to Modify Confirmed Plan
Continuance of Meeting of Creditors
Final Account - Chapter 7 Asset
Final Report - Chapter 7 Asset
Final Report and Account - Asset
Final Report and Account - Chapter 12
Final Report and Account - Chapter 13
Generic Application

Next Clear

Figure 1

- ◆ Verify the case number and case name.
- ◆ If the case number and name do not match your document, click the browser **[Back]** button to re-enter the case number.

Note: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

- ◆ Use the down arrow ▼ to the right of the box to scroll through the Event Type list to select the document to be filed. Highlight *Final Report & Account Chapter 12 or Chapter 13*.
- ◆ Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays.

- ◆ Click to highlight the name of the Trustee filing the response.
- ◆ Click **[Next]** to continue.

STEP 6 The **PDF Document Selection** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. View the image of all pages before associating it with the docket entry to verify that you have chosen the correct file. To view the image, right click on the highlighted filename and select **Open** to view the image in Adobe Acrobat. If you are satisfied that you have associated the correct image then minimize the Adobe window, click the open button and the PDF file is then associated with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information).
- ◆ Click **[Next]** to continue.

STEP 7 The **Trustee Action** screen displays. (See Figure 2)**Trustee action:**

8:03-bk-04200-PMG John Howard

WARNING: IF THE CASE HAS BEEN CONVERTED TO CHAPTER 7, DELETE THE DATE IN THE CASE READY FOR CLOSING BOX.

Case Ready for Closing: 07/30/2003

Next

Clear

Figure 2

- ◆ The Case Ready for Closing date will display in the box

STEP 8 The **Docket Text** screen displays. (See Figure 3)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Trustee action:
8:03-bk-04200-PMG John Howard

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Chapter 13 Trustee's Final Report and Account Filed
by Sara Mason . (Iannarelli, Ann)

Next Clear

Figure 3

- ◆ A prefix box is available to add more detail to the docket text if required.

Click the down arrow ▼ to display the prefix options. Options to choose from are:

[none]
addendum to
Agreed
Alias
Amended
Amendment to
Certified

Corrective
Cross
Emergency
Ex Parte
Expedited
Fifth
Final
First
First Amended
Fourth
Fourth Amended
Interim
Intervenor's
Joint
Limited
Omnibus
Opposition
Pluries
Pretrial
Proposed
Sealed
Second
Second Amended
Sixth
Status
Supplemental
Supporting
Third
Third Party
Third Amended
Trial
Unilateral
Verified

- ◆ Verify the Final Docket Text.
- ◆ Click **[Next]** to continue.

STEP 9 The **Final Approval** screen displays. (See Figure 4)

The screenshot shows the ECF Trustee interface. At the top is a black navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the bar, the text 'Trustee action:' is followed by the case identifier '8:03-bk-04200-PMG John Howard'. A shaded box contains the text 'Docket Text: Final Text' and 'Chapter 13 Trustee's Final Report and Account Filed by Sara Mason. (Iannarelli, Ann)'. Below this box, a warning message states: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 4

- ◆ Verify the Final Docket Text. Read the warning message.
- ◆ If the Final Docket Text is correct:
 - ◆ Click **[Next]** to continue and officially submit the document.
- ◆ If the Final Docket Text is incorrect:
 - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - ◆ To abort the event and begin again, return to **Step 1**.

STEP 10 The **Notice of Electronic Filing** screen displays.

- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the docket report for this case.
- ◆ Clicking on the document number hypertext link will present the PDF image of the document just filed.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.